



GOVERNING BODY 2013-14

Meeting 6 - Minutes					
Date/Time:	Thursday 26 th June 2014 6.30pm – 8.45 pm		Location:	School	
Attendees	Initials		Attendees	Initials	
LA - 1			Co-opted - 9		
Vacancy			Katie Ljungdahl	KLj	
			Jenny Mikkelsen	JMi	(Vice-Chair)
Parent - 2			Sabina Mangosi Regan	SMR	
Katie Rodney Smith	KRS		Jane Spencer	JSp	(Chair)
Joana Santos	JSa		Ian Todd	ITo	
			Vacancy		
Headteacher - 1			Vacancy		
Michael Dillon	MDi		Vacancy		
			Vacancy		
Staff - 1					
Julie Smith	JSm		Total		

Bold = absent

Also attended	Initials	
Sonia Cromey	SCr	Deputy
Anna Manthopolou	AMa	Clerk elect
Lorna Francis	LFr	

Apologies	Initials	
Ian Todd	ITo	

Bold= absent

Ref:	Item:	Owner	Due
1.	APOLOGIES & DECLARATIONS OF INTEREST		
	<p>Apologies were received from Ian Todd.</p> <p>There were no new declarations of interest.</p>		
2.	MINUTES		
2.1	<p><u>Minutes of the Meeting of 15th May 2014</u></p> <p>The Minutes were agreed and were signed by the Chair as an accurate record of the meeting.</p>		
2.2	<p><u>Matters arising and actions</u></p> <p>(i) <u>Action point 2.2 (i)</u></p> <p>The school can physically order the laptops but technicians are now in the process of updating them from Windows XP to Windows 7 – which has further delayed getting them into the classrooms.</p> <p>Q: Is there a financial penalty for the delay caused? A: Possibly - the school is pursuing a penalty. Tammi and Michael are in discussion about this. The penalty can only be claimed when the 'job is closed' ie the laptops are in place. The PFI provider is likely to challenge the penalty.</p> <p>The order is for 24 laptops. The operating system will be updated over the summer holiday. The laptops and trolley will be obtained by the end of term and will be in use from September.</p> <p>Tammi is handling the matter.</p> <p><i>MDi to ensure the number of laptops to be bought and date of arrival.</i></p> <p>(ii) <u>Action point 2.2 (ii)</u></p> <ul style="list-style-type: none"> • Regarding place offers and new starters, the waiting list is not yet available. More to be discussed under Item 6: Head teacher's report. • Governors' visit: KRS visited the school and looked at Options in the afternoon of Thursday 26th June. MDi had a discussion with her before and after the visit 		

	<p>and she will report back at CAC.</p> <p>(iii) <u>Action points 2.2 (iii) and 2.2 (iv)</u></p> <p>To be discussed under Item 6: Head teacher's report.</p> <p>(iv) <u>Action point 2.2 (v)</u></p> <p>MDi met with all class representatives and SMR and they had discussed respective roles and responsibilities.</p> <p>Decisions had included the following main points regarding:</p> <ul style="list-style-type: none"> a. Ensure there are clear roles and responsibilities b. Social and organisational/ teamwork responsibilities. c. Protocol to be followed to linking with the class teacher (email the Teacher to clarify communication). <p>KRS and LFr arrived at this point.</p> <p>Q: how would communication issues between teachers and parents, for example trips and relevant response be dealt with?</p> <p>A: it was stressed that good relationships and team-building are highly important. Teachers could work closely with their class reps and work out the best system for their class.</p> <p>Q: As class rep is such an important role, are Class Representatives actually expected to encourage parents to volunteer for next year?</p> <p>A: there was an additional enquiry about how this choice/nomination is made - there was discussion about this matter. In reality, every class is different and for some classes it is quite difficult to get volunteers.</p> <p><i>MDi to attach relevant paperwork to meeting notes, to discuss and clarify expectations, mostly regarding response time to a query and how this will be communicated in writing to Class Representatives.</i></p> <p>(v) <u>Action point 4.3</u></p> <p>CAC meeting being moved to 15th July and PPG working party being moved to early September- agreed.</p> <p>(vi) <u>Action point 6- Parent questionnaire</u></p>		
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	<p>JSp gave an update about the present Parent Questionnaire survey. Last year 128 questionnaires were completed, the numbers are lower this year and it was requested that parent governors encourage more parents to complete the questionnaire before the closing date.</p> <p>Possible LGFL/ parent mail technical issues were part of the reason for the lower numbers. Possibly using a laptop/ tablet in the playground was also suggested.</p> <p>Parent questionnaire to be kept open for another week. A reminder to be included in the weekly bulletin.</p> <p>Lorna Francis was welcomed.</p>		
3.	CLERK'S REPORT		
	<p>AMa reported that she has received updates about a training course which was forwarded to all governors. She has also received a summary of the Clerks briefing for the summer term 2014. A hard copy was handed in to JSp.</p>		
4.	COMMITTEE REPORTS		
4.1	<p>Curriculum and Achievement Committee</p> <p>The CAC committee will be meeting on 15th July.</p>		
4.2	<p>Resources Committee</p> <p>Resources Committee met on Thursday 19th June. SMR reported on policies reviewed by the Resources Committee. These have been updated and are recommended for approval by the FGB.</p> <ol style="list-style-type: none"> Charging and Remissions Policy Lettings Policy Business Continuity and Disaster recovery Plan Staff Absence (Finance) Contingency Plan Theft and Fraud Prevention Policy <p>2014-2015 Final Budget Plan was also reviewed and agreed and is recommended for approval by the FGB (see Item 7: Approval of Final Budget).</p> <p>Thanks were given to Louise Quin for all her hard work on the Final Budget Plan.</p> <p>The Resources Committee also thanked Dawn Marlow,</p>		

	<p>who has now retired, for her support.</p> <p>SMR noted that the school has a reasonable carryover to the next financial year.</p> <p>A discussion about which policies need to come to FGB was held. Most policies can be approved by the Committees without reference to the FGB. It was suggested that the Committee Terms of Reference have a list of all the policies to be considered by that Committee and the frequency noted.</p>		
5.	HEAD TEACHER'S REPORT		
	<p>The report had been circulated prior to the meeting and questions were invited.</p> <p><u>Starters and leavers</u> The main group of starters is Reception. There is some mobility in the school. There are 30 children in Reception in September 2014 with a waiting list of 15.</p> <p>Q: Is the waiting list current or for September? A: On Monday 23rd June, the waiting list consists of 15 children for Reception, 28 for Y1, 5 for Y2 and no children on the waiting list for the rest of Year Groups.</p> <p>JSp mentioned that children can remain on the waiting lists of more than one school within the LA, if one is a Church school/voluntary aided.</p> <p>Q: Do they not have a time limit within which they can accept the place, when they are offered? A: Yes, they are given two weeks.</p> <p>Most of the leavers left for abroad and two families moved closer to home.</p> <p>Q: Do we have numbers for next year's leavers? A: Yes, we know about a pupil for next year, but the leavers are not recorded until they leave.</p> <p>Certain percentages on the school summary table were discussed (ethnic minorities, first language).</p> <p>JSm specified ethnic groups and EAL definitions for the School.</p>		

	<p><u>Outcomes</u></p> <p>Y6 SATS results are expected on July 8th. EYFS data has been submitted. The initial analysis has come through. CAC will discuss data further.</p> <p><u>Attendance</u></p> <p>Attendance has improved and numbers look positive and closer to the 95.66%.</p> <p>Q: can you explain the number of children absent for holiday (6) and number of unauthorised/ not notifying school absent children. A: It was explained that 'Authorised holiday' / authorised absence was given to a child whose parent had an operation abroad and there was no possibility of the child being cared for in the UK. In general all holiday is unauthorised.</p> <p>Percentages for children entitled to PPG (Ever6) are broken down in a separate table.</p> <p>Q: What is authorised absence? A: It can be medical, a visit to a secondary school or musical exams. Any medical appointments, bereavement, musical exams and up to 2 visits to a prospective secondary school are authorised absences.</p> <p><i>MDi to check certain percentages that look worrying (1 authorised absence at the above 80% attendance figure)</i></p> <p>Q: When does attendance percentage become worrying, and need to be followed up? A: The attendance percentage target is above 95% Internally (NW) we monitor attendance below 95% - when attendance drops lower than 95%, parents are informed by the school and Nell Webb meets with the parents. EWS monitor attendance below 85%.</p> <p>JSp mentioned that it would be good to have a percentage of teachers assessed as good or outstanding, by the next meeting/ Head teacher's report.</p> <p>SCr mentioned that the school will be moving on to the 'Teacher's profile' and JSp explained that the Governing body would need numbers and percentages of good teachers and teachers who need to improve certain aspects of their practice to make sure that the school can support staff appropriately.</p>		
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<p>Governors to be provided with evidence regarding percentages of Good and Outstanding teachers. School to provide Teachers' Profiles.</p> <p>Q: Who is doing the Teachers' assessments? A: A whole range of people are involved, doing parts of the assessment.</p> <p><u>Leadership and management</u> A misprint was spotted (p. 4 under 'Locality team work', change academics to academies). There is nothing to report on the Academies agenda. Two new Free Schools have been approved (available in e-news).</p> <p>September INSET days are in the diary (2nd and 3rd September). First day is school- based and second day is Locality based, hosted in different schools and around specific foundation subjects. KRPS is not hosting one.</p> <p>Emily Spencer and Sonia Cromey will attend the EYFS conference on 3rd September.</p> <p>Richmond Park Academy Reading project - 6Up! is also on the agenda. 3 Kew schools project with Queen's School and Darell is continuing. The project has secured £5,000. Deputies will also be brought into the project. The principle is that the schools do a joint training on teaching and learning, followed by observations and reporting back. The project is a good way of building up relationships with other schools and sharing ideas and best practice.</p> <p><u>Safeguarding Incidents</u> Question about the family who left the school. It was clarified that the family relocated out of the area due to a serious incident.</p> <p><u>Serious behaviour Incident</u> Q: Is there ongoing monitoring? A: It is recorded as a serious incident. It is dealt with and clarified to the child as unacceptable behaviour and communicated to the parents.</p> <p><u>Staffing</u> Samantha Armingher will teach Languages (French) – an hour a week per class.</p> <p>Q: Why is French preferred and not Spanish? A: This was more of the teacher's preference. She is able to do Spanish but chose French as her language of preference. The intention is that children at this age understand the</p>		
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<p>function of speaking and connecting to a different language. The level of language they learn is mostly focused on familiarisation and confidence.</p> <p>Olivia Brown is returning to the school in September, her induction days beginning on 11th & 17th July 2014.</p> <p>Jennifer Pavlovich is leaving the school as the family are moving back to the USA. Choir has finished for this term.</p> <p>Justine Hughes's return from maternity leave is yet to be finalised.</p> <p>KS1 leader has been successfully appointed. It will be announced to staff first, on Friday 27th June.</p> <p>Music teacher position is being advertised.</p> <p>Governors discussed about advertising options, prices and effectiveness of advertising websites and publications. It was mentioned that the School's budget plays a role in the available options.</p> <p>A shared role with Darell which would raise the hours to 21 per week and share the cost of advertising was discussed. The main issue with filling the Music teacher position is the part time hours (seven hours a week), over 3 afternoons. We have worked hard to keep a focus on English/Maths in the morning.</p> <p>It was suggested that an advert could be put on a music shop window. There is the need of looking into the budget and the timing of the advert.</p> <p><u>Links with stakeholders- Links with parents</u></p> <p>Parent voice: Dates and Topics to be reviewed. Several suggestions were under discussion. MDi mentioned the possibility of holding 'Teaching, Reading and Writing workshops' for parents to be held in the evening and during the day – with parents coming into lessons to see it in 'action'.</p> <p>MDi is meeting with Rachel to set dates.</p> <p><u>Premises, Health and Safety</u></p> <p>Most of the Reception playground is finished - the gate still needs to be fixed. It was noted that original plans were not followed. MDi mentioned various issues caused by the contractors/ Asquith. Emily Spencer is not happy with what was built and requested alterations, but she is happy with the space, which is better linked to EYFS learning requirements.</p>		
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	<p>It was also noted that there needs to be a bigger investment in resources for Reception. There is already a short-term resources spending allocated.</p> <p>Fit for Sport will be running a Summer Holiday Club at the school. Dates are to be confirmed and this year's Camp will run as a trial.</p> <p>Summer holiday club option to be included in the Bulletin. Also check if Fit for Sport will be offering their services on INSET days.</p> <p>It was noted that the Fit for Sport Camp and INSET provision is open to the wider community.</p> <p><u>Summary of actions</u></p> <ul style="list-style-type: none"> a) Any comments about the new Website to be sent to MDi. b) Keeping up to date with LA agenda of academies and soft federations is an ongoing action. c) Teachers are confident about the implementation of the New Curriculum. All new Topics are in place. d) PE is being taught by Motiv8 and teachers (one hour each). Teachers received one training day with another on 8th July. e) Louise Quin attended the latest meeting on PFI/ICT contractual changes. Next meeting is on 14th July. Louise is also moving on very well with her induction as Senior Finance Officer. f) Final Budget was presented at Resources on Thursday 19th June. SMR to report. 		
6.	APPROVAL OF FINAL BUDGET		
	<p>SMR reported on the Final Budget as discussed at Resources. She went through the main points of the document, along with the notes LQu had attached (see relevant paperwork from Resources 19.06.14).</p> <p>On the comparisons pages, total staff costs over the next year increased by £50k. MDi rereported that the percentage increases due to pay increases.</p> <p>SMR reported that LQu has built in pay scale increases into the budget. There is generally a 3% increase for non-staff budgets. There is also teachers' salaries payscales and threshold changes included. The salary costs are 64.44 % of total expenditure and this was noted as a good percentage. School still needs to be careful of cost increases.</p>		

	<p>Q: E24 beyond 2014? A: This is the headteacher's Assessment Working group money, which comes in the budget and then goes out again. It is a carryover from last year. Working group is to continue.</p> <p>SMR reported that the school signed up for the newer version of SLAs (SPARK).</p> <p>PE grant (E19) was increased by 5%.</p> <p>EYFS spending E19 to be included in the next Resources meeting.</p> <p>Q: Does the school get any ethnic minority groups funding? A: Ethnic minority groups' percentages are given by the LA and are connected to language levels. A significant number of children of ethnic minority groups with low language levels must be present to qualify for additional money from the LA.</p> <p>Q: What are the school residential trip costs for next year? Are there cost increases? A: Letters have gone out this week and there is a £5 increase per child – PGL cost is approximately £400</p> <p>Q: Is 1:1 tuition available only for FSM children? A: The funding comes from the PPG. A child will get it even if not in receipt of FSM, as the child could still be considered vulnerable/ in need of 1:1 tuition.</p> <p>SMR recommended the Final Budget Plan for approval. All voted in favour. Thanks were given to Louise Quin for preparing the budget.</p>		
7.	PARENT VOICE		
	<p>Matter was discussed at an earlier point (Item 5- Head teacher's report).</p>		
8.	REVIEW OF SEF- LEADERSHIP AND MANAGEMENT, BEHAVIOUR AND SAFETY OF PUPILS		
	<p>MDi met with Elaine and the new inspector.</p> <p>Elaine's comments are not included in the SEF document circulated.</p> <p>MDi reported that the document will be edited with more</p>		

	<p>emphasis on the strengths of the school. Changes also need to reflect the current Ofsted evaluation schedule. All data is to be put in annually.</p> <p>SCr commented further on this and on what comments, improvements and changes will be made. Discussion about tone and language used, as well as key points to be adjusted.</p> <p>MDi and SCr asked for Governors' input.</p> <p>Governors to feedback on SEF by Monday 14th July.</p> <p>MDi to email the relevant OFSTED document.</p> <p>Discussion about FGB meetings and what part of SEF is being discussed at each meeting.</p> <p>MDi gave a rough outline of schedule regarding SEF. Leadership meetings will focus on this as a major theme.</p> <p>A summary evaluation of SEF is to be uploaded on the website with a link to the full document.</p>		
9.	POLICIES FOR CONSIDERATION AND APPROVAL		
	No policies to be considered and approved.		
10.	ANY OTHER BUSINESS		
	<p><u>New Governors</u></p> <p>Lorna Francis (LFr) was invited by SMR to join the Governing Body as a co-opted Governor.</p> <p>LFr introduced herself to the Governing Body and expressed her deep interest in contributing to the school as a Governor. She is a mother to 4 children, 2 of which are attending KRPS at the moment (Y5 and Y2). LFr praised the strengths of the school and said she would be glad to contribute in keeping it an amazing school. She has been a Class Representative and a co-chair of the PTA in the past, which gave her a good amount of experience in significant roles related to the school. LFr feels that the sense of belonging and community in a small school KRPS is what makes it a school that her family was drawn into.</p> <p>SMR enquired as to the amount of commitment LFr is willing to put into the FGB, making sure it is substantial and in line with the requirements of the position. LFr reassured the Governors that her commitment will be the highest possible.</p>		

	<p>Q: What skills are you bringing in the Governing body?</p> <p>LFr responded that she worked as a producer for many years and she has been used to working with budgets and being effective. Her budgeting skills would be one contribution. She is now being trained in CPD Counselling and Bereavement Counselling. She is developing her therapeutic skills and is interested in understanding the emotional aspects and development of people.</p> <p>SMR asked for a vote. All were in favour and LFr was welcomed to the FGB.</p> <p>Six more candidates have sent CVs and put forward for consideration, 3 of them will attend the Governors' open day. If appropriate they will be invited to the FGB. SMR talked about some more individuals who expressed their interest.</p> <p>LA governor: Angela replied to Sabina and the matter was discussed. Although it is not necessary that a Governor must be an LA councillor, good links to the LA and an insight to Curriculum are considered essential.</p> <p><u>Open day</u></p> <p>1st July, 9am and 6pm is Open day for potential new Governors. Lisa Harris will have CV copies available if anyone is interested. Each session will include a tour of the school followed by an interview.</p> <p>It was agreed that KRS, SMR and KLj can attend the 9 am slot and JSa offered to help with the 6 pm slot. It was also noted that these meetings are not intended for decision making and SMR will keep the Governing Body posted regarding potential new Governors.</p> <p><u>Committees</u></p> <p>It was discussed that from September, there will be three committees:</p> <ol style="list-style-type: none"> Curriculum and Achievement Finance and Resources Engagement and Communications <p>The rationale behind creating a third committee is that various ongoing issues are in need of being addressed more effectively by a separate committee. Also, meetings are looking to be timelier, focused and held in the morning. There will also be additional budgeting for clerking for all committees.</p>		
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<p>KRS will chair Resources. JSa will chair CAC with ITo as deputy chair. KLj agreed to chair Communications and Engagement.</p> <p>As a new governor, LFr is advised to observe all committees before deciding which ones she wishes to join. Induction and mentoring to be arranged.</p> <p>Various concerns were raised, regarding capacity and committees being quorate. Governors are aware of this. JSp reminded that discussions can still be held, but decisions could not be made if insufficient governors attended.</p> <p>A chairs' meeting was suggested in order to draft agendas, before the end of term.</p> <p>MDi to send dates to SMR and KLj.</p> <p>Mentoring for new Governors: LFr will be mentored by SMR.</p> <p>A list of dates will be sent to Lorna by SMR.</p> <p>Pay committee is to agree on teachers' pay increases and awards. A summary table is to be used and a dip-sampling on an anonymous basis is to be given to the pay committee before the end of term.</p> <p><u>Working Groups</u></p> <ol style="list-style-type: none"> Meeting for pay committee with KLj, SMR, JSp. Head teacher's performance management committee- SMR and others (to join after relevant training). <p>Clerking- Internal, online and bulletin adverts to go out promptly. A brief description with times specification is to be included in the bulletin advert. Anyone interested will be encouraged to click on a link to the website for more information.</p> <p><u>Any other questions</u></p> <p>Q: Do children with packed lunches eat outside now and not in the hall?</p> <p>JSm explained procedures at lunchtimes.</p> <p>MDi thanked JSp on behalf of everybody for chairing the FGB and for her contributions, support and guidance.</p> <p>KLj reminded everyone about the Governors bar at the</p>		
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Detail of next meeting:			
Date/Time:	TBC	Location:	School

Signed:

Date:

	SUMMARY OF ACTIONS	
ITEM	ACTION	RESPONSIBLE
2.2 (iv)	Class representatives meeting- Relevant paperwork to be attached to meeting notes. Also to clarify expectations, mostly regarding response time to a query.	MDi
2.2 (vi)	Parent questionnaire to be carried forward for another week.	
5.0	Governors to be provided with evidence regarding percentages of Good and Outstanding teachers. School to provide Teachers Profiles	
5.0	Summer holiday club to be included in the Bulletin. Also check if Fit for Sport will be offering their services on INSET days.	
5.0	To receive comments on the new website.	
6.0	EYFS spending E19 to be included in the next Resources meeting.	
8.0	<ul style="list-style-type: none"> • Governors to feedback on SEF by the 14th July. • <i>To email the relevant OFSTEd document about SEF.</i> 	
10 (iii)	<ul style="list-style-type: none"> • SMR to act as mentor to LFr • A list of dates will be sent to Lorna by SMR. • Committee Chairs to meet and set dates for committees. MDi to send dates to SMR and KRS 	
10 (iii)	Pay committee to agree on teacher's pay increases and pay awards before the end of term.	